



## State of Nevada – Department Of Personnel

---

### CLASS SPECIFICATION

| <u>TITLE</u>                  | <u>GRADE</u> | <u>EEO-4</u> | <u>CODE</u> |
|-------------------------------|--------------|--------------|-------------|
| SPECIAL EQUIPMENT SUPERVISOR  | 31           | G            | 9.200       |
| SPECIAL EQUIPMENT OPERATOR II | 28           | G            | 9.203       |
| SPECIAL EQUIPMENT OPERATOR I  | 26           | G            | 9.202       |

### SERIES CONCEPT

Incumbents in these classes coordinate scheduling; operate complex equipment, on a statewide basis, to include: a tractor-trailer combination vehicle to transport heavy equipment and supplies, a bridge inspection unit and a large vacuum culvert cleaner (debris body with nine cubic yard or greater capacity); perform routine equipment maintenance; and perform related duties as assigned.

Contact work unit supervisors to schedule pick up and delivery times; load vehicles, heavy equipment and supplies onto the trailer using proper loading and placement procedures; and securing the load. Equipment and supplies are transported for the Department of Transportation and occasionally for other State agencies.

Drive tractor-trailer to various destinations within or outside of the state; unload supplies and equipment; relay operating instructions for new highway equipment to receiving personnel.

Drive the bridge inspection unit to job site; arrange with district personnel for barrier trucks and/or safety vehicles; direct the set up of safety cones and signs for traffic control; conduct equipment safety inspection prior to the start of bridge inspection activities.

Operate bridge inspection unit by: deploying the work platform containing the bridge inspectors; communicating with inspectors regarding platform positioning; monitoring maneuvers made by inspectors from the platform control station; monitoring the instrument panel and load leveler to ensure equipment is operating within safety limits.

Direct and participate with highway maintenance personnel in bridge maintenance and repair including removing debris from bearing pads and pier caps; opening downspouts and drains; repairing concrete; patching asphalt on the bridge deck.

Drive the vacuum culvert cleaner to job site and operate the cleaner to clean culverts under roadways by: positioning the cleaner over the culvert; running the hose into the culvert with appropriate cleaning nozzle affixed; performing a safety check and clearing personnel from down flow area; starting auxiliary engine and operating jet water pump; monitoring the hose and the pressure, hydraulic and water controls gauges and levels; reeling in the hose; directing highway maintenance staff assisting with operation.

Operate the vacuum culvert cleaner to clean catch basins by: positioning the cleaner near the catch basin; lowering the vacuum hose boom into the correct position; starting the vacuum engine and adjusting vacuum pressures; lowering vacuum hose into the catch basin; monitoring vacuum pressure during operation; periodically raising and lowering the boom to check for and remove large obstructions; directing highway maintenance personnel assisting with the operation; disposing of debris in an appropriate manner.

|                                      |           |          |              |
|--------------------------------------|-----------|----------|--------------|
| <b>SPECIAL EQUIPMENT SUPERVISOR</b>  | <b>31</b> | <b>G</b> | <b>9.200</b> |
| <b>SPECIAL EQUIPMENT OPERATOR II</b> | <b>28</b> | <b>G</b> | <b>9.203</b> |
| <b>SPECIAL EQUIPMENT OPERATOR I</b>  | <b>26</b> | <b>G</b> | <b>9.202</b> |

Page 2 of 6

### **SERIES CONCEPT (cont.)**

Perform preventative maintenance to ensure the equipment is in proper working condition including: changing fluids and filters, lubricating the vehicle; performing routine servicing of electrical, cooling, and hydraulic system; and conducting a safety inspection.

\*\*\*\*\*

### **CLASS CONCEPTS**

#### **SPECIAL EQUIPMENT SUPERVISOR**

Under general supervision, coordinates and directs transport, bridge inspection unit, and vacuum culvert cleaner operations; and performs the range of duties described in the series concept. Bridge inspection may be conducted out of state.

Coordinates bridge inspection and vacuum culvert cleaner operational activities by: contacting the Bridge Division or Maintenance Division and districts to coordinate the time and location of bridge inspections or bridge drain and culvert cleaning; ensuring highway maintenance personnel are available for traffic control and maintenance work; directing highway maintenance personnel at the work site. Coordinates transport activities by scheduling loads of equipment and supplies for delivery.

Inspects bridges by: accompanying an engineer in the work platform; operating platform controls; inspecting the structure for cracks, stress points, the condition of the concrete; erosion around bridge footing, drainage problems, electrolysis, attached utilities; tension on bolts. Completes inspection report documenting the condition of the bridge and required repairs.

Provides training to Equipment Division personnel in the operation of the equipment assigned to the division to ensure division personnel fulfill department certification requirements and/or state commercial driver's license requirements. Administers the road test portion of commercial driver's license examination as an authorized third party tester.

Supervises subordinate staff including interviewing, providing training, assigning and reviewing work, initiating disciplinary action, and evaluating performance.

#### **SPECIAL EQUIPMENT OPERATOR II**

Under general supervision, incumbents perform the range of duties described in the series concept. Incumbents in positions in this class are assigned primary responsibility for either 1) driving the transport, 2) operating the bridge inspection unit, or 3) operating the vacuum culvert cleaner; and incumbents operate the alternate equipment as required.

This is the journey level class in the series.

#### **SPECIAL EQUIPMENT OPERATOR I**

Under close supervision, incumbents learn to operate and maintain the transport, the bridge inspection unit and the vacuum sewer cleaner, become familiar with bridge maintenance and bridge drain and culvert cleaning activities, and assist with scheduling.

This is the entry level class in the series.

\*\*\*\*\*

|                                      |           |          |              |
|--------------------------------------|-----------|----------|--------------|
| <b>SPECIAL EQUIPMENT SUPERVISOR</b>  | <b>31</b> | <b>G</b> | <b>9.200</b> |
| <b>SPECIAL EQUIPMENT OPERATOR II</b> | <b>28</b> | <b>G</b> | <b>9.203</b> |
| <b>SPECIAL EQUIPMENT OPERATOR I</b>  | <b>26</b> | <b>G</b> | <b>9.202</b> |

Page 3 of 6

## **MINIMUM QUALIFICATIONS**

### **SPECIAL EQUIPMENT SUPERVISOR**

#### **EDUCATION AND EXPERIENCE:**

I

Graduation from high school or the equivalent and three years of journey level experience which included responsibility for transporting heavy equipment on a tractor-trailer, operating a bridge inspection unit and vacuum culvert cleaner, and coordinating schedules and work crews; OR

II

Three years of experience as a Special Equipment Operator II in Nevada State service; OR

III

An equivalent amount of education and experience that provided the applicant with the required entry level knowledge, skills and abilities.

**LICENSE:** A valid Class A or B Nevada commercial driver's license is required within six months following the date of appointment.

#### **SPECIAL NOTES:**

- 1) Applicants must successfully complete a bridge inspection school within twelve months of the date of appointment.
- 2) Applicants must become certified to function as a third party tester for the road test portion of the commercial driver's license examination within twelve months of the date of appointment.
- 3) Incumbents in this class are required to travel statewide for extended periods and may be called out for emergencies.

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:** (These may be acquired on the job and/or needed to perform the work assigned.)

Thorough knowledge of state and federal regulations pertaining to commercial vehicle operations. Working knowledge of bridge maintenance requirements and methods of repair. Working knowledge of structural terminology and structure inspection equipment techniques.

Ability to establish priorities, delegate assignments and train, motivate, and supervise staff. Ability to interact diplomatically with various agency staff to coordinate projects and arrange for support personnel. Ability to become certified as a bridge inspector.

Skill in inspecting bridges and recognizing defects and deficiencies.

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES:** (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

General knowledge of the principles and practices of management and supervision. Working knowledge of state and federal regulations pertaining to commercial vehicle operations. Thorough

|                                      |           |          |              |
|--------------------------------------|-----------|----------|--------------|
| <b>SPECIAL EQUIPMENT SUPERVISOR</b>  | <b>31</b> | <b>G</b> | <b>9.200</b> |
| <b>SPECIAL EQUIPMENT OPERATOR II</b> | <b>28</b> | <b>G</b> | <b>9.203</b> |
| <b>SPECIAL EQUIPMENT OPERATOR I</b>  | <b>26</b> | <b>G</b> | <b>9.202</b> |

Page 4 of 6

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (cont.)**

knowledge of the operating procedures and operating characteristics of the tractor-trailer combination vehicle, bridge inspection unit, and vacuum culvert cleaner used by the agency. Thorough knowledge of construction/maintenance zone signing and traffic control.

Ability to train others to operate a variety of commercial vehicles and heavy equipment. Ability to plan and direct work activities in a manner that utilizes personnel and equipment efficiently and effectively.

In addition, all knowledge, skills and abilities required at the lower levels of the series.

\*\*\*\*\*

**SPECIAL EQUIPMENT OPERATOR II**

**EDUCATION AND EXPERIENCE:**

**I**

One year of experience transporting heavy equipment on a tractor/trailer OR operating a bridge inspection unit OR operating a vacuum culvert cleaner equivalent to a Special Equipment Operator I in Nevada State service; OR

**II**

An equivalent amount of education and experience that provided the applicant with the required entry level knowledge, skills and abilities.

**LICENSE:** A valid Class A or B Nevada commercial driver's license is required within six months following the date of appointment.

**SPECIAL NOTE:**

Incumbents in this class are required to travel statewide for extended periods and may be called out for emergencies.

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (These may be acquired on the job and/or needed to perform the work assigned.)**

Working knowledge of state and federal regulations pertaining to commercial vehicle operations. Working knowledge of agency policies and procedures pertaining to the transport and delivery of equipment and supplies, bridge inspection and maintenance, and bridge drain and culvert cleaning.

Ability to work independently and follow through on assignments with minimal direction. Ability to coordinate and schedule statewide activities involving multiple divisions or agencies.

Skill in operating the maintenance and construction equipment used by the division sufficient to load and unload equipment and convey operating instructions to others.

|                                      |           |          |              |
|--------------------------------------|-----------|----------|--------------|
| <b>SPECIAL EQUIPMENT SUPERVISOR</b>  | <b>31</b> | <b>G</b> | <b>9.200</b> |
| <b>SPECIAL EQUIPMENT OPERATOR II</b> | <b>28</b> | <b>G</b> | <b>9.203</b> |
| <b>SPECIAL EQUIPMENT OPERATOR I</b>  | <b>26</b> | <b>G</b> | <b>9.202</b> |

Page 5 of 6

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

General knowledge of structural terminology and structure inspection equipment techniques. General knowledge of state and federal regulations pertaining to commercial vehicle operations.

In addition, all knowledge, skills and abilities required at the lower level of the series.

\*\*\*\*\*

### SPECIAL EQUIPMENT OPERATOR I

#### EDUCATION AND EXPERIENCE:

I

One year of journey level experience which included responsibilities for operating heavy maintenance and construction equipment; OR

II

An equivalent amount of education and experience that provided the applicant with the required entry level knowledge, skills and abilities.

LICENSE: A valid Class A or B Nevada commercial driver's license is required within six months following the date of appointment.

#### SPECIAL NOTE:

Incumbents in this class are required to travel statewide for extended periods and may be called out for emergencies.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (These may be acquired on the job and/or needed to perform the work assigned.)

General knowledge of equipment operating systems. Working knowledge of the operating procedures and operating characteristics of the tractor-trailer combination vehicles, bridge inspection unit, and vacuum culvert cleaner used by the agency. Working knowledge of safe methods of loading oversize cargo, operating equipment, and transporting hazardous materials. Working knowledge of construction/maintenance zone signing and traffic control.

Ability to perform bridge maintenance and repair work.

Skill in performing required equipment maintenance and service. Skill in safely driving the tractor-trailer combination vehicles used by the agency for long distances over difficult terrain and in adverse weather conditions. Skill in safely operating the bridge inspection unit. Skill in safely operating the vacuum culvert cleaner.

|                                      |           |          |              |
|--------------------------------------|-----------|----------|--------------|
| <b>SPECIAL EQUIPMENT SUPERVISOR</b>  | <b>31</b> | <b>G</b> | <b>9.200</b> |
| <b>SPECIAL EQUIPMENT OPERATOR II</b> | <b>28</b> | <b>G</b> | <b>9.203</b> |
| <b>SPECIAL EQUIPMENT OPERATOR I</b>  | <b>26</b> | <b>G</b> | <b>9.202</b> |

Page 6 of 6

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

General knowledge of the materials, methods and equipment used in highway construction and maintenance. General knowledge of safe methods of loading cargo and operating equipment.

Ability to understand and carry out oral and written instructions. Ability to read sufficient to read and interpret service manuals and operating manuals. Ability to write sufficient to maintain a driving log and prepare delivery schedules. Ability to load and unload equipment and supplies. Ability to lift heavy objects. Ability to establish and maintain cooperative working relationships with co-workers and agency staff. Ability to arrange traffic control devices in accordance with state and federal regulations.

Skill in operating heavy construction and maintenance equipment. Skill in using common hand and power tools used for highway maintenance and repair work.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

|              |                                       |                        |                                       |
|--------------|---------------------------------------|------------------------|---------------------------------------|
| ESTABLISHED: | <u>9.200</u><br>7/1/91P<br>11/29/90PC | <u>9.203</u><br>1/1/61 | <u>9.202</u><br>7/1/91P<br>11/29/90PC |
| REVISED:     |                                       | 10/8/69                |                                       |
| REVISED:     |                                       | 4/1/70                 |                                       |
| REVISED:     |                                       | 11/2/76                |                                       |
| REVISED:     |                                       | 7/1/91P                |                                       |
|              |                                       | 11/29/90PC             |                                       |
| REVISED:     | 8/11/95UC                             | 8/11/95UC              | 8/11/95UC                             |